Basic Function of Position:

The incumbent serves as a Purchasing Agent at US Embassy Podgorica, Montenegro responsible for the procurement of goods and services for all sections and agencies at post. Incumbent reviews requests for procurement, coordinates with requesting offices to ensure requests are complete, determines the type of action necessary, prioritizing requests as needed, especially at the end of the fiscal year.

Position works, consults, and coordinates closely with A/OPE, ILMS, and staff of the Financial Management Office's finance and budget section in Zagreb and Tirana.

I - General Procurement

70%

Conducts procurement of goods and services for all sections and agencies at post.

Reviews request for procurement, coordinates with requesting offices to ensure requests are complete, determines type of action necessary, and prioritizes requests as needed, especially at the end of the fiscal year. Prepares documents for all types of procurement actions, purchase orders; drafts solicitations and contracts; identifies funding sources; drafts and manages correspondence with vendors.

Requests bids or quotations for local purchases by telephone, written correspondence and/or advertisements. May visit bidder's establishment to determine capabilities and to negotiate price or other factors.

Advise US Embassy staff and local vendors of USG procurement policies and procedures. Follow purchasing actions timelines, including complex orders that sometimes may take four and more weeks with interruptedly hard work. Obtain high quality goods/services for the lowest technically acceptable price.

Ensures all acquisitions conform to all legal requirements and that documentation is proper and complete.

Reviews responses and prepares summaries and analyses, including recommendation as to best offer, considering price, bidder's capabilities, reputation, and similar factors.

Develops and maintains market data relative to suppliers and prices of items purchased.

Recommends the continuation or termination of Blanket Purchase Agreements. Monitors and executes BPA set-up, approval flow, and coordinates bulk and transactional funding for sections. Reviews responses and prepares summaries and analysis, including a recommendation as to best offer,

considering price, bidder's capability, and similar factors in different procurement actions ranging up to \$250,000 per action.

Soliciting quotations to the maximum extent practicable following the Simplified Acquisition procedures.

Performs market analysis process to ascertain the best sources for commodities and services, ensuring data is retained for future use, as well as determining reliability of vendors and their ability to perform as required; makes recommendations for best offers

Negotiates prices and terms with vendors.

Keeps Contracting Officer and Supervisory Procurement Agent informed of the status of procurement actions.

With agents, liaises with shipping and warehouse sections regarding shipping methods, delivery, and receipt of goods.

Coordinates with the budget and finance sections of Embassy Zagreb and Tirana to ensure smooth operations, recommending changes to procedures to enhance cooperation and teamwork between the two sections.

Maintains and uses e-filing method for purchase orders and other files in accordance with USG regulations.

Maintains or directs the maintenance of procurement reference material, including State and other agency regulations and instructions, GSA Catalogue, U.S. Federal Specifications and Standards, examples of contracts, and purchase orders which constitute precedents or may be used as references in future procurements. A variety of commodities or services are procured, including but not limited to office furniture, equipment and supplies, household furniture and equipment, automotive vehicles, petroleum products, building and equipment maintenance and repair, automotive spare parts, parts for office equipment, specialized machinery and equipment, electronic equipment, and specialized tools.

II - Purchase Card Program 25%

Making credit card purchases online and locally. Maintain Purchase Card Reconciliation log throughout the month on continual basis in Management Logistics System. Administering Purchase Card Program.

III - Other Duties as Needed 5%